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**From:** Engels, Alan [engels.alan@epa.gov]  
**Sent:** 2/1/2019 10:47:15 PM  
**To:** Hand-Bender, Tess [Tess.Hand-Bender@dgsllaw.com]  
**CC:** Aldinger, Dayle [Aldinger.Dayle@epa.gov]; Gilbert, Alexas [Gilbert.Alexas@epa.gov]; Chalfant, Mark [Chalfant.Mark@epa.gov]  
**Subject:** EPA-R8-2019-001651 Search Terms and Due Date Extension

Dear Ms. Hand-Bender:

I left a message for you yesterday and am following up by email seeking approvals on 2 separate issues relating to your request. Please reply with your express approval/disapproval to each one A) Email Collection and B.) Due Date Extension. Please reply to all so that we are able to capture your response and proceed with next step as quickly as possible.

A.) Search Terms for email collection:

Terms for Date Range 1.) "Glencore"

Terms for Date Ranges 2 and 3:

"Anaconda Aluminum" OR "CFAC" OR "Columbia Falls Aluminum" OR "Columbia Falls Reduction" OR "Glencore"

Date Range: We are extending the date range to include the first week back after the shutdown to provide you with the most current information, rather than limiting it to the date of the request (November 14, 2018). The range will be reflected as March 1, 2013 to February 1, 2019. As per our conversations and agreement to modify the request the collection is broken into 3 portions to ensure it does not overlap with previously released documents:

- 1.) 9/1/16 to 3/1/17 will be specific to Glencore for the employees below with (1) after their name.
- 2.) 3/13/13 to 8/31/16 will include all custodians listed below, as well as the period
- 3.) 3/2/17 to 2/1/19 except for Martin Hestmark because he no longer serves in position where he would have received emails that would be responsive to the request.

EPA Employees emails to be searched: (This is a list of EPA employees who are thought might have emails responsive to your request)

- a.) Doug Benevento
- b.) Suzanne Bohan
- c.) Mike Cirian
- d.) Richard Mylott
- e.) Deb Thomas
- f.) Joe Vranka
- g.) Mark Chalfant
- h.) Andrea Madigan
- i.) Sandi Stavnes (1)
- j.) Betsy Smidinger (1)
- k.) Bill Murray (1)
- l.) Martin Hestmark (1)

- B.) Based on the Hold for clarification on the request and the government shutdown we have adjusted the due date to March 11, 2019. Before this date we hope to have the email collection results and have a better understanding of any additional time needed to review the collection to provide you with a response. At that point we will also be better able to:
- 1.) Provide you with information regarding costs and whether additional approvals are needed

- 2.) Discuss how we might be able to reduce response time and costs by gaining your approval to exempt specific types of records that were collected that might not be of value to you.

We ask that you agreed to this timeline, so that we can provide you with the most accurate response possible.

We apologize for the delays the shutdown have caused. Please know EPA staff are committed to working as quickly as we can to complete the response and appreciate your patience as we try to regain traction.

Sincerely,

Alan Engels  
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